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Personnel

**RELEASE OF PERSONNEL DUE TO
HAZARDOUS WEATHER OR EMERGENCY
CONDITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, *Readiness*, ability to continue operations in the event of hostile action, natural disaster or other emergency condition; AFD 15-1, *Atmosphere and Space Environmental Support*, by providing timely, accurate, and meaningful weather support to the United States (US) Air Force, US Army, their Reserve and National Guard agencies, national programs, and other military and government agencies, as required; AFD 36-29, *Military Standards*, all Air Force members will be present for duty unless their absence is authorized. This instruction applies to all organizations or tenants, as well as all branches of the Armed Forces located on Wright-Patterson Air Force Base.

SUMMARY OF REVISIONS

This revision updates organization and office symbol changes.

1. Policy. Release of personnel is predicated upon ensuring the health and safety of all personnel. The Air Base Wing Commander (88 ABW/CC) will make the final decision for base-wide administrative release of military and civilian personnel. The 88 ABW/CC may also coordinate the decision to release personnel with other federal agencies in the Dayton metropolitan area. All personnel will be released except those performing functions which must be staffed under all emergency conditions for reasons of health, safety and national security, or other crucial operations. Personnel involved in critical functions or programs determined by proper authority to be mission essential may be required to remain on duty or report to duty if assigned to subsequent shifts. All organizations must evaluate their mission and, by internal directive, designate specific individuals and/or functions which must be continued with due regard to the health and safety of their personnel.

2. Responsibilities and Procedures.

2.1. General Emergency Situations:

2.1.1. When hazardous weather conditions or other emergency conditions exist or appear imminent, the Weather Station will obtain reports from appropriate agencies (base, city, county, and/or state) relative to the particular situation which might affect the health or safety of personnel. The Weather Station will collect and analyze the data and advise the Command Post (CP).

2.1.2. The CP, when notified of deteriorating road conditions, will advise the 88 ABW/CC. If a decision is made to dismiss personnel early, the CP may also be tasked to notify designated activities through the Automated Notification System (ANS).

2.1.3. The 88 ABW/CC will decide whether to dismiss personnel because of hazardous weather conditions or other emergency conditions. When a situation occurs during normal duty hours, the 88 ABW/CC will direct the Civilian Personnel Division (88 MSG/DPC) to immediately notify all activities serviced by them and other applicable activities of the decision and the time for the dismissal. Normally, personnel are dismissed on a staggered basis to avoid traffic congestion. Actual time of early dismissal is expressed in minutes and/or hours to the employee's normal shift conclusion, or the 88 ABW/CC may determine that the situation requires immediate dismissal.

2.1.4. All activities so advised will be responsible for further dissemination of the information down through the lowest level of the organization.

2.1.5. The release of first shift personnel due to emergency situations such as hazardous weather conditions, may or may not affect second and third shift employees. Determination and notification from the 88 ABW/CC regarding delayed reporting, early release, or base closure on the first shift will also include the status of second and third shift employees. Personnel who are expected to report for, and remain at work, even when others are excused are called base essential personnel. These individuals will be officially notified by the appropriate organizational commanders and/or supervisors of their requirement for continued performance. The decision for hazardous weather dismissal for non-base essential employees who work outside normal duty hours or duty days will be made by the 88 ABW/CC. The 88 ABW/CC will notify the staff duty officer of the decision. The CP maintains a list of organizations that routinely have employees who work shifts or uncommon tours of duty. Organizational focal points will notify their employees of the decision.

2.2. Weather Conditions During Nonduty Hours:

2.2.1. When hazardous weather conditions occur during nonduty hours which could be expected to seriously affect the safe and timely arrival of the normal day shift workforce, the 88 ABW/CC determines the appropriate modification and/or cancellation of work shifts, and makes notification to:

2.2.1.1. The Public Affairs duty officer who will advise the news media (radio, TV, newspapers, as appropriate) as to the modification and/or cancellation of work schedules.

2.2.1.2. Additionally, the CP may make an ANS announcement.

2.2.2. Assigned personnel will be periodically advised when storms or other hazardous weather conditions develop during non-duty hours. They should listen to radio or TV news and follow specific instructions pertaining to the Base as related to the situation described.

2.3. Isolated Emergency Situations:

2.3.1. When a specific isolated emergency occurs (fire, building flooding, explosion, etc.), the supervisor of the affected area must immediately notify the building manager, director, division, staff office chief, commander and/or unit chief, or chain of command.

2.3.2. The commander and/or two-letter chief will contact their servicing Human Resources Specialist (Employee Relations) in the Civilian Personnel Division if administrative dismissals is warranted. The Human Resources Specialist will contact the 88 ABW/CC for a final determination/approval on the administrative dismissal. The 88 ABW/CC renders the final decision.

2.3.3. The Human Resources Specialist will advise the appropriate officials of the ordered time of early dismissal.

2.3.4. Any group dismissals due to temperature extremes must be established by reasonable standards of judgment that conditions are such as to actually prevent working and that there are no alternative work sites or offices in which employees may work or be utilized. Matters such as physical requirements of positions as well as the temperature of the work areas must be considered. The same coordination efforts that are used for emergency situations are used for group dismissals due to temperature extremes.

3. Accounting for Time Absent from Duty. Absence of civilian employees due to early dismissal administratively ordered by the 88 ABW/CC will be excused under the conditions specified in the Absence and Leave Regulation/Instruction. When ordered by the 88 ABW/CC, time is considered administrative leave on the timecard. Absence of civilian employees due to late reporting because of hazardous weather conditions may be excused under the conditions specified in the Absence and Leave Regulation/Instruction. The appropriate section of the timecards with the applicable information should be annotated weather related, when an absence is excused because of hazardous weather conditions. Documentation of absence is accomplished according to the Defense Civilian Payroll System timekeeping system.

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